

Important Open Enrollment Information for Direct Pay Enrollees

Open Enrollment Period: October 1, 2013 – October 31, 2013
For Plan Year: January 1, 2014 – December 31, 2014

To help you prepare for Open Enrollment, enclosed you will find a personalized Open Enrollment benefit statement with information about your current benefit enrollment **as of August 17, 2013**

Please review your enclosed Open Enrollment benefits statement and the January 1, 2014 - December 31, 2014 Benefits Guide for information on benefits, eligible dependents, required documentation and further instructions.

If you do not wish to make changes to your current benefits, **you do not need to do anything**. All current benefits will automatically roll over to the new plan year, with the exception of your Healthcare Flexible Spending Account (if eligible).

If you wish to make a change to your current benefits, enroll in a plan for the first time, or cancel coverage you will need to complete the enclosed enrollment form. Enrollment forms are also available online at **www.dbmmaryland.gov/benefits** under the Forms tab, completed and saved on your computer. Print, sign and submit per the instructions below.

For Contractual, Part-Time, Leave of Absence – Personal (LAW-P) and Leave of Absence for On-the-Job Injury (LAW-OJI) employees, you will need to submit your signed and dated enrollment form to your Agency Benefit Coordinator (ABC) for their signature prior to the close of business on October 31, 2013. Please retain a copy for your records. Forms not signed by both the enrollee and the ABC will not be processed and will be returned.

If you are on approved Military leave, or under the Consolidated Omnibus Budget Reconciliation Act (COBRA), you must mail your enrollment form **postmarked** no later than **October 31, 2013** to:

Employee Benefits Division
Attention: Enrollment Unit
301 West Preston Street, Room 510
Baltimore, Maryland 21201

Premium payment coupons will be mailed on or about December 12, 2013 for the Plan Year January 1, 2014 - December 31, 2014 for all Direct Pay enrollees. However, if you have outstanding premiums for the plan year July 1, 2013 – December 31, 2013 and a payment is received, your payment will be applied to unpaid premiums first, before being applied to the new plan year beginning January 1, 2014.

Premium payments are due by the first of each month, but you are given a grace period where payment must be postmarked by end of month. If payment is not received by the first of the month, your benefits will be placed on a “withhold care” status with the benefit carriers until payment has been received. If payment is not received by the end of the grace period, your benefits will be terminated. If enrollment is cancelled because the required payment is not received, you will not have the opportunity to enroll again until the next Open Enrollment, **if eligible. These payment procedures will be strictly enforced!**

Contact the Employee Benefits Division for Open Enrollment assistance at 410- 767-4775 (or toll-free at 1-800-307-8283), Monday thru Friday, 8:30 am to 4:30 pm Eastern Time.